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Approved For Release 2001/08/08 : CIA-RDP78-04072R000100010022-7

17 April 1956

MEMORANDUM FOR: Chairman, Special Panel

SUBJECT: Special Panel Minutes of 16 April 1956 Meeting

1. The Special Panel of the CIA Incentive Awards Committee was convened on 16 April 1956 in Room 113, [REDACTED] at 2 P.M. by [REDACTED]

25X1A

25X1A

2. [REDACTED] invited the Special Panel members to attend the Incentive Awards Committee meeting to be held at 10 A.M. Thursday, 19 April 1956, Room 2601 Curie.

25X1A

3. The Panel voted the following actions on the employee suggestions presented:

25X1A

a. S-2217, [REDACTED] Process Photographer

Approved an award of \$225 based on estimated tangible savings of \$8,000 annually for a suggestion which proposed development of a method for [REDACTED]

25X1C

25X1A

Jr., Chief, TSS/[REDACTED] commented on this suggestion and stated that this idea is not considered to be within the job responsibility of suggester.

25X1C

25X1A

25X1A

b. S-2297, [REDACTED] Repro Tech (G), TSS/[REDACTED]

25X1A

Approved an award of \$65 based on estimated annual tangible savings of \$1,540 (350 manhours per year X average hourly rate of \$4.40) for a suggestion which proposed the use of a slug-rule cutter device. [REDACTED] also commented on this suggestion and stated that the idea is not considered to be within the job responsibility of suggester. He added that this device has been used for 2½ months and proved by a complete test on actual work.

25X1A

25X1A

c. S-2259, [REDACTED]

Recommend non-adoption for Agency use but recommended referral to U.S. Information Agency for consideration. It is not a matter for use by CIA.

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d. S-2011, [REDACTED]

Recommend non-adoption as the proprietary project proposed can be accomplished through already existing, cleared facilities engaged in similar lines of commercial endeavor.

25X1A

e. S-2072, [REDACTED]

Recommend non-adoption for this suggestion concerning initiation of agency handling seminars. The expenditure of staff effort in arranging, staffing, conducting, and critiquing a series of organized seminars seems out of all proportion to the possible resultant value to a few individuals. Especially in the field, this sort of in-service training on any more than the individual scale is virtually impossible because of other time commitments.

25X1A

f. S-2121, [REDACTED]

Recommend non-adoption of this suggestion for an agent operational record. The form which the suggester proposes is, in the opinion of experienced operational personnel, satisfactory; but by no means the form which should be adopted by all area divisions without considerable improvement.

25X1A

g. S-873, [REDACTED]

Recommend non-adoption of the suggestion which proposed evening classes in photography, and use of outdated film for these classes. Some of the reasons for recommended non-adoption were:

1. TSS/Photo Division is understaffed and would not desire to add further workload.
2. Much of photo training has to do with daylight photography.
3. Outdated film is used as a matter of normal procedure.

25X1A

h. Suggestion 1083, [REDACTED]

Recommend that this suggestion be removed from the Special Panel category and handled through more overt procedures by the Incentive Awards Staff. The Panel recommended that the IA Staff send it to the Office of Logistics for final evaluation.

25X1A

i. S-476, [REDACTED] and S-1895, [REDACTED]

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Deferred to next Panel meeting.

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- j. S-2250 - Being held by Special Panel for approximately 6 months to allow for completion of a study on subject of suggestion.
- k. S-2267 - Deferred for further followup by [REDACTED] 25X1A
- l. S-2208 - Deferred for further evaluation by TSS and Commo.
- m. S-1944 - Deferred for further followup by [REDACTED] 25X1A
- n. S-2107 - Deferred for further followup by [REDACTED]
- 4. The meeting was adjourned at 3:30 P.M.

[REDACTED]

25X1A

Executive Secretary
Incentive Awards Committee

CONCUR:

[REDACTED]

25X1A

30 April 1956.
Date

24 April 1956
Date

4/18/56
Date

APR 20 1956
Date

Incentive Awards Committee

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